



Bus Route Driver Appraisal

Name _____ Appraisal period _____

Position: Bus Driver Department : Transportation

Appraiser _____ Title: Assistant Director of Transportation

Rating scale: Please circle the appropriate response.

Meets or Exceeds - Performance meets or exceeds expectations = 3

In progress - Growth is evident = 2

Below Expectations - Performance does not meet expectations = 1

Not applicable - Performance is not expected = N/A

Directions: Use the above descriptors to rate each applicable skill. Determine the overall job performance by reviewing all ratings.

General Skills

1. Acts for the safety and security for self and others	1	2	3	N/A
2. Follows district policies and procedures	1	2	3	N/A
3. Works cooperatively with others	1	2	3	N/A
4. Follows attendance rules for AM & PM routes	1	2	3	N/A
5. Follows attendance rules for midday routes	1	2	3	N/A
6. Completes assignments on time and accurately	1	2	3	N/A
7. Follows oral and written instructions	1	2	3	N/A
8. Uses, maintains, and stores work material properly	1	2	3	N/A
9. Participates in meetings, training, and special events	1	2	3	N/A
10. Demonstrates appropriate job knowledge	1	2	3	N/A
11. Operates each assigned vehicle in a safe manner	1	2	3	N/A
12. Communicates effectively on two way radio	1	2	3	N/A

